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# MONTANA

JOB TRAINING COORDINATING COUNCIL

JOB TRAINING PARTNERSHIP ACT

# J T P A

## ANNUAL REPORT TO

## GOVERNOR
## MARC
## RACICOT

JULY 1993 THROUGH JUNE 1994

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# *JTPA*

# *JOB TRAINING PARTNERSHIP ACT*

## *ANNUAL REPORT FOR JULY 1, 1993 - JUNE 30, 1994*

*SUBMITTED TO GOVERNOR MARC RACICOT*

*BY THE MONTANA JOB TRAINING COORDINATING COUNCIL*

*HELEN S. KELLICUT, CHAIR*

*PREPARED FOR THE COUNCIL BY*
*THE STATE JOB TRAINING BUREAU*
*MONTANA DEPARTMENT OF LABOR AND INDUSTRY*
*LAURIE EKANGER, COMMISSIONER*

# DEPARTMENT OF LABOR AND INDUSTRY

**STATE JOB TRAINING BUREAU**

MARC RACICOT, GOVERNOR

P.O.BOX 1728

STATE OF MONTANA

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HELENA, MONTANA 59624-1728


The Honorable Marc Racicot
Governor, State of Montana
Office of the Governor

Dear Governor Racicot:

On behalf of the Montana Job Training Coordinating Council, I am pleased to submit the Job Training Partnership Act (JTPA) Annual Report of employment and training activities for Program Year 1993 which encompasses the time frame of July 1, 1993 - June 30, 1994.

The Montana Job Training Coordinating Council (State Council) promotes the best possible employment training and placement for economically disadvantaged individuals and dislocated workers. The programs will promote long-term self-sufficiency for participants through the coordination of education, occupational skill development, and increased employment, particularly in growth industries.

We appreciate your support and look forward to your continued involvement as we address the job training needs of Montanans with quality statewide JTPA employment and training programs.

Sincerely,

Helen S. Kellicut

Helen S. Kellicut, Chair
Montana Job Training Coordinating Council

"AN EQUAL OPPORTUNITY EMPLOYER"

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# MONTANA JOB TRAINING COORDINATING COUNCIL

## MISSION STATEMENT

The Montana Job Training Coordinating Council (State Council) promotes the best possible employment training and placement for economically disadvantaged individuals and dislocated workers. The programs will promote long-term self-sufficiency for participants through the coordination of education, occupational skill development, and increased employment, particularly in growth industries.

## JTCC MEMBERSHIP

Representing Business
Helen S. Kellicut, Chair
Jane DeLong
Bob Marks
Diane Ruff
David Owen
Barbara Campbell

Representing Labor/Community Based Organization
Fred "Rocky Clark
Jon Oldenburg
Felicity McFerrin
Randy Siemers, Vice Chair
Sherry Stevens Wulf
Steve Nelsen

Representing State or Local Government
Peter Blouke
Hank Hudson
Judy Birch
Rick Day
JoEllen Estenson
Noel Williams
Jon Noel

Representing the General Public
Representative Karyl Winslow
Senator Mignon Waterman

# JOB TRAINING COORDINATING COUNCIL MEMBERSHIP LIST

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Honorary Member

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Senator Mignon Waterman
530 Hazelgreen
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# OVERVIEW JOB TRAINING PARTNERSHIP ACT PROGRAMS

## PURPOSE OF JTPA

The Job Training Partnership Act (JTPA) continues a long-standing federal commitment to prepare youth and adults for entry into the labor force by providing job training to economically disadvantaged individuals and others facing serious barriers to employment. In addition to the economically disadvantaged, the Act provides employment and training services for dislocated and older workers.

This federally funded program, administered by the United States Department of Labor and allocated by formula to the states, provides the financing and overall framework for local employment and training programs. State and local systems have the authority and flexibility to fund programs that work best in their localities. JTPA is unique among federal programs because it was the first to allow in-depth involvement of the private sector in labor market decision making.

## JTPA TITLES

**TITLE I** authorizes the state and local delivery system and addresses general program and administrative issues that set forth the public/private partnership.

**TITLE II** authorizes funding and sets requirements for Service Delivery Area (SDA) training services for disadvantaged youth and adults. Title IIA programs include training programs for individuals 22 years of age and older. The Title IIB program is the Summer Youth Employment and Training Program (SYETP). This program delivers education and job training experiences for disadvantaged youth ages 14 through 21, and operates each year from May through September.

**TITLE IIC** is the year-round program for youth 14 through 21. Employment competencies, work experience, limited internships and basic skills training are a few of the components available for youth under this program.

**TITLE II** also sets aside 5% of the funds for services to older workers, and 8% for education services for Title II participants.

**TITLE III Economic Dislocation and Worker Adjustment Assistance Act (EDWAAA)** provides special assistance to dislocated workers.

**TITLE IV** establishes funding requirements for federally administered programs which include services to veterans, Native Americans, migrant workers and Job Corps participants. It also establishes national job training activities, labor market information, affirmative action obligations, the Youth Fair Chance program, microenterprise grants and disaster relief employment assistance.

**TITLE V** provides for Jobs for Employable Dependent Individuals Incentive Bonus program (JEDI).

**TITLE VI** contains miscellaneous provisions.

**TITLE VII** sets forth provisions for establishment of a state Human Resource Investment Council (HRIC).

## JTPA FUNDING ALLOCATIONS

The U.S. Department of Labor allocates JTPA Title IIA, Title IIB, Title IIC, and Title III funds to Montana through the Governor.

# ORGANIZATION OF JTPA IN MONTANA

## THE STATE JOB TRAINING COORDINATING COUNCIL

In Montana, as in other states, the Governor is responsible for the management and oversight of the Job Training Partnership Act (JTPA) programs. The Governor makes appointments to a state Job Training Coordinating Council, and depends on council members for advice on carrying out the many state functions of JTPA.

By law, the Job Training Coordinating Council is made up of representatives of private industry, state and local government, organized labor, education, community-based organizations, economic development groups, public assistance agencies, employment security agencies and the general public. With a mix of public and private members chaired by a private sector representative, the JTCC advises the Governor on policy directions and the oversight of Job Training Partnership Act programs.

The Job Training Coordinating Council has oversight responsibility for the Governor's Set-Aside programs, 40% Economic Dislocation Worker Adjustment Assistance Act (EDWAA) funding, the State-funded Custodial Parents Program, Job Training for Offenders, Dislocated Workers and Displaced Homemaker Programs. The Set-Aside programs include education coordination, older worker services, and incentive awards and technical assistance to the Service Delivery Areas. In summation, the JTCC:

- Provides oversight of Job Training Partnership Act policies, programs and services;
- Develops and recommends the Governor's Coordination and Special Services Plan (GCSSP) and the Economic Dislocation and Worker Adjustment Assistance Plan;
- Certifies the Service Delivery Area (SDA) Job Training Plans;
- Certifies the Wagner-Peyser State Plan developed for the State Employment Services Agency (Job Service);
- Comments on the Carl Perkins Education Plan;
- Comments on the Job Opportunity and Basic Skills Training (JOBS) Plan and Food Stamp Employment and Training Plan;
- Assesses employment and training needs and activities in the state;
- Develops linkages with other employment and training organizations;
- Produces this Job Training Partnership Act Annual Report to the Governor;
- Reviews plans of state agencies which provide employment, training and related services;
- Recommends substate and service delivery areas;
- Recommends variations in performance standards;
- Comments and recommends to the appropriate legislative body, state and federal agencies on the relevancy and effectiveness of employment and training and related service delivery systems in the state.

## STATE JOB TRAINING PARTNERSHIP ACT ADMINISTRATIVE ENTITY

The **State Job Training Bureau** of the Montana Department of Labor and Industry acts on behalf of the Governor as the grant recipient and administrative entity for the set aside portions of Title II funds and 40% portion of Economic Dislocated Worker Adjustment Assistance administered by the Job Training Coordinating Council. Additionally the State Job Training Bureau is the oversight authority on behalf of the Governor for the all programs under Titles II and III.

The role of the State Job Training Bureau is to promote effective and efficient delivery of employment, training and related services. The Bureau administers and has oversight of JTPA activities, and analyzes related human resource programs and policies. The Bureau provides staff support to the Job Training Coordinating Council in the following areas:

- preparing the Governor's Coordination and Special Services Plan and the Economic Dislocation and Worker Adjustment Assistance Plan;
- recommending and coordinating state policy implementation;
- ensuring adherence to employment and job training goals;
- requesting and rating Requests for Proposals (RFPs);
- negotiating subgrants with program operators; and
- evaluating and monitoring employment and training programs in the State.

During PY'93, Bureau staff reviewed and evaluated the Economic Dislocated Worker Adjustment Assistance 40% program, Title II funded programs, the IVC Veterans Program, and the State-funded Custodial Parents, Job Training for Offenders and Displaced Homemaker Programs. Bureau staff also monitored the Service Delivery Areas' administrative entity, Montana Job Training Partnership, Inc. and a sample of their service delivery programs.

Through a Memorandum of Agreement, the Research and Analysis Bureau gathered, analyzed and published labor market information (LMI) vital for the effective design of job training programs for PY'93.

## SERVICE DELIVERY AREAS (SDAs)

The Governor, with the advice of the Job Training Coordinating Council, designates the division of geographic regions within Montana for distribution and administration of Job Training Partnership Act Title II funds. These regions are called Service Delivery Areas (SDAs), and approximately 85% of Title II and 50% of Title III funds are passed directly to them.

Montana has two Service Delivery Areas: the Concentrated Employment Program (CEP), and the Balance of State (BOS). Each is guided by a Council of Commissioners and a Private Industry Council (PIC).

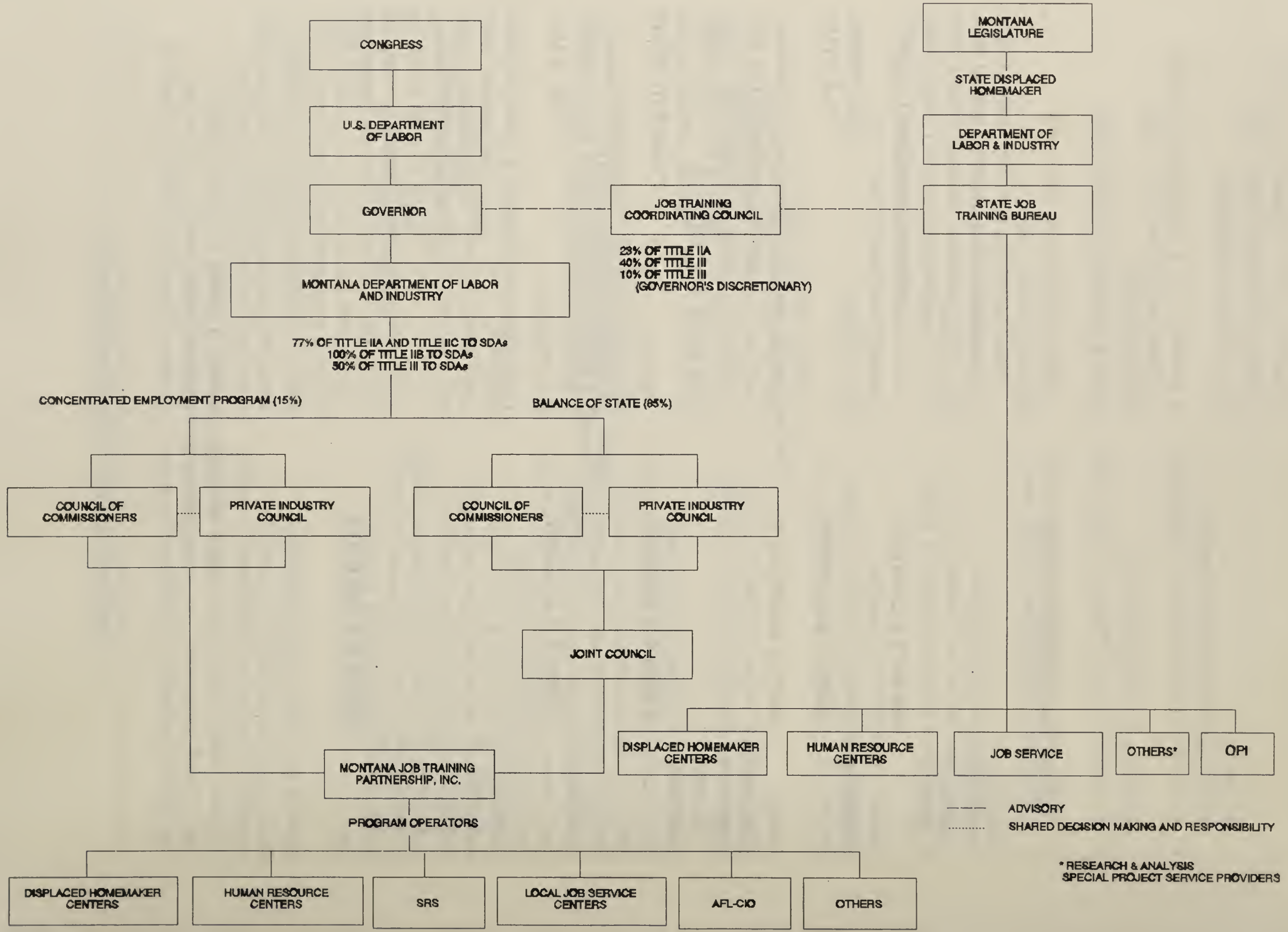
Montana's Service Delivery Areas are also designated as Substate Service Areas (SSAs) which have the additional responsibility of administering a portion of the Title III Dislocated Worker funds.

**PRIVATE INDUSTRY COUNCILS (PIC)**
The purpose of a PIC is to recommend and provide policy guidance and to exercise oversight with respect to activities carried out by the Service Delivery Areas. This oversight is carried out in partnership with local governments. The two Private Industry Councils in Montana are an important partner in Job Training Partnership Act decision making.

Private Industry Council membership consists of representatives from the private sector, education, organized labor, rehabilitation agencies, community-based organizations, economic development agencies, and the public employment service.

**SERVICE DELIVERY AREA ADMINISTRATIVE ENTITY**
**Montana Job Training Partnership, Inc. (MJTP)** serves as grant recipient and administrative entity for the Service Delivery Areas (SDA). MJTP, on behalf of the SDAs and their Private Industry Councils, administers the job training plans, provides oversight and program evaluation, and provides technical assistance to program operators as needed.

# JOB TRAINING PARTNERSHIP ACT (JTPA) AND STATE JOB TRAINING FUNDING FLOW CHART



## JTPA AND STATE FUNDING
## JULY 1, 1993 TO JUNE 30, 1994

| | |
|---|---|
| **TITLE II** | **AMOUNT $ 6,297,512** |
| IIA Adult Training (77% to SDAs) | $3,007,783 |
| IIC Youth (82% to SDAs) | $2,028,555 |
| Education Coordination (8%) | $ 479,070 |
| Older Workers (5%) | $ 183,266 |
| State Administration (5%) | $ 299,419 |
| Incentive Funds & Technical Assistance (5%) | $ 299,419 |

| | |
|---|---|
| **TITLE IIB** | **AMOUNT $ 2,940,011** |
| Summer Youth Employment and Training Program (to SDAs) | $2,940,011 |
| (Calendar Year May 1, 1993 to September 30, 1993) | |

| | |
|---|---|
| **TITLE III EDWAA** | **AMOUNT $ 3,996,723** |
| 40% Governor's Reserve | $485.209 |
| 50% to SDAs by Formula | $606,512 |
| 10% to SDAs Based on Need | $121,302 |
| Title III Discretionary Funds* | $2,783,700 |

*Granted on demonstration of need by the Secretary of the Department of Labor

| | |
|---|---|
| **TITLE IVC** | **AMOUNT $ 55,000** |
| Veterans Grant | $ 55,000 |

| | |
|---|---|
| **STATE FUNDED PROGRAMS** | **AMOUNT $ 1,646,000** |
| State Funded Displaced Homemakers | $216,000 |
| State Funded Offenders Program | $350,000 |
| State Funded Custodial Parent Program | $350,000 |
| State Funded Dislocated Worker Program | $730,000 |

**TOTAL AMOUNT $14,880,301**

# MEASURING PERFORMANCE

The State of Montana, in recognizing that the Job Training Partnership Act is an investment in human capital and not an expense, agrees to comply with federal performance standards set by the U.S. Secretary of Labor to measure the return on this investment.

The Governor makes adjustments to the performance standards using a model developed by the U.S. Department of Labor. This model was used for the followup weekly earnings standards only. Other Montana measurements are set using the Secretary's National Standards. The Job Training Coordinating Council recommends performance standards to the Governor after consultation with the service delivery area councils, subrecipients and the general public. The JTCC reviews the adjustment calculations annually to determine whether to adjust the Secretary's performance standards.

Performance standards are used to evaluate JTPA programs and to calculate incentive awards.

Four of the core performance standards are **Followup Standards**. The intent of these followup standards is to measure:

- an increase in total earnings 13 weeks after termination over earnings prior to participation in the program;
- the number of participants who retained their jobs 13 weeks following placement;
- a reduction in the amount of welfare cash payments to participants; and
- a reduction in the number of participants and families receiving cash welfare payments.

Telephone followup contacts are made to determine a statistically valid random sample of former adult participants 13 weeks after termination from Title IIA Adult and Title III programs. The followup system is designed to provide information useful in evaluating the effectiveness of the Job Training Partnership Act programs. The system also asks each participant to evaluate the services and training received.

In PY'93 the Job Training Coordinating Council adopted these performance standards:

**IIA ADULTS**
- followup employment rate - 60%
- followup weekly earnings*
- 26 week followup interim research standard - 60%

**WELFARE RECIPIENTS**
- welfare followup employment rate - 46%
- welfare followup weekly earnings*
- welfare 26 week followup interim research standard 60%

**IIC YOUTH**
- entered employment rate - 41%
- employability enhancement rate - 36%

**IIB YOUTH**
- Positive termination rate - 75%

**EDWAA (TITLE III)**
- entered employment rate - 64%

**STATE FUNDED DISPLACED HOMEMAKER**
- entered employment rate - 68%
- average wage at placement - $5.25/hr

**5% OLDER WORKERS**
- entered employment rate - 70%
- average wage at placement - $5.25/hr

**IVC VETERANS SERVICES**

- targeted wage at placement - $7.00/hr

In addition to the federally mandated performance standards, the Job Training Coordinating Council adopted two state performance standards: service to participants with multiple barriers; and placements in new and expanding occupations.

# JULY 1, 1993 THROUGH JUNE 30, 1994
# YEAR-END PERFORMANCE
# STATEWIDE PROGRAMS

| PROGRAM | Standard | Performance |
|---|---|---|
| **EDWAA 40%** | | |
| Entered Employment Rate | 64% | 88% |
| | | |
| **5% OLDER WORKER** | | |
| Entered Employment Rate | 70% | 72.% |
| Wage at Placement | $ 5.25 | $ 6.88 |
| | | |
| **STATE DISPLACED HOMEMAKER** | | |
| Entered Employment Rate | 68% | 76% |
| Wage at Placement | $ 5.25 | $ 6.16 |

# JULY 1, 1993 THROUGH JUNE 30, 1994
# YEAR-END PERFORMANCE
# SERVICE DELIVERY AREA PROGRAMS

| SERVICE DELIVERY AREA | STANDARD | PERFORMANCE |
|---|---|---|
| **BOS** | | |
| IIA Followup Employment Rate | 60% | 69% |
| IIA Followup Weekly Earnings | $ 208.49 | $ 259.32 |
| | | |
| IIA Followup Welfare Employment Rate | 46% | 71% |
| IIA Followup Welfare Weekly Earnings | $ 208.33 | $ 245.41 |
| | | |
| IIC Youth Entered Employment Rate | 41% | 61% |
| IIC Youth Employability Enhancement Rate | 36% | 60% |
| | | |
| EDWAA Formula Entered Employment Rate | 64% | 87% |
| | | |
| **ADDITIONAL INCENTIVE AWARD STANDARDS** | | |
| Adult Barriers | 80% | 96% |
| Youth Barriers | 80% | 97% |
| Economic Development (Adult) | 25% | 49% |
| | | |
| **CEP** | | |
| IIA Followup Employment Rate | 60% | 75% |
| IIA Followup Weekly Earnings | $ 202.77 | $ 249.35 |
| | | |
| IIA Followup Welfare Employment Rate | 46% | 75% |
| IIA Followup Welfare Weekly Earnings | $ 191.56 | $ 226.40 |
| | | |
| IIC Youth Entered Employment Rate | 41% | 63% |
| IIC Youth Employability Enhancement Rate | 36% | 58% |
| | | |
| EDWAA (Formula) Entered Employment Rate | 64% | 95% |
| | | |
| **ADDITIONAL INCENTIVE AWARD STANDARDS** | | |
| Adult Barriers | 80% | 98% |
| Youth Barriers | 80% | 93% |
| Economic Development (Adult) | 25% | 34% |

# JULY 1, 1993 THROUGH JUNE 30, 1994
# PARTICIPANT CHARACTERISTICS
# PERCENT OF TOTAL SERVED

**BASED ON TERMINATION DATA**
**STATEWIDE PROGRAMS**

| Program | Characteristics | Total Adults | Adult Welfare | Youth | *Percentage |
|---|---|---|---|---|---|
| **8% Education** | Male | 22 | 1 | 68 | |
| | Female | 125 | 73 | 67 | |
| | School Drop-out | 50 | 30 | 53 | |
| | Minority | 33 | 17 | 28 | |
| Enrollments PY'93 171 | | | | | |
| Carry-In PY'92 188 | | | | | |
| **5% Older Worker** | Male | 14 | 1 | N/A | |
| | Female | 43 | 3 | N/A | |
| | School Drop-out | 2 | 0 | N/A | |
| | Minority | 4 | 1 | N/A | |
| Enrollments PY'93 58 | | | | | |
| Carry-In PY'92 22 | | | | | |
| Entered Unsubsidized Employment | | 41 | | | 72% |
| | | | 3 | | 75% |
| **IVC Veterans** | Male | 14 | 0 | 0 | |
| | Female | 2 | 0 | 1 | |
| | School Drop-out | 0 | 0 | 0 | |
| | Minority | 1 | 0 | 0 | |
| Enrollments PY'93 8 | | | | | |
| Carry-In PY'92 10 | | | | | |
| Entered Unsubsidized Employment | | 14 | | 1 | 100% |
| **EDWAA 40%** | Male | 93 | | | |
| | Female | 86 | | | |
| | Minority | 5 | | | |
| | Age 29 and Under | 32 | | | |
| Enrollments PY'93 198 | | | | | |
| Carry-In PY'92 299 | | | | | |
| Entered Unsubsidized Employment | | Total State = 151 | | | 88% |
| NOTE: - There is no data for Adult Welfare as there is no Economically Disadvantaged requirement in EDWAA | | | | | |
| **State Displaced Homemakers** | Male | 3 | 1 | 0 | |
| | Female | 124 | 33 | 2 | |
| | School Drop-out | 6 | 2 | 0 | |
| | Minority | 8 | 3 | 1 | |
| Enrollments PY'93 128 | | | | | |
| Carry-In PY'92 67 | | | | | |
| Entered Unsubsidized Employment | | 97 | | | 76% |
| | | | 26 | | 76% |
| | | | | 1 | 50% |

| Program | Characteristics | Total Adults | Adult Welfare | Youth | *Percentage |
|---|---|---|---|---|---|
| **CUSTODIAL PARENT 07/01/93-06/30/95** | Male | | | | |
| | Female | 2 | 2 | 1 | |
| | School Drop-out | 2 | 2 | 1 | |
| | Minority | | | 1 | |
| Enrollments PY'93 71 | | | | | |
| Carry-In PY'92 0 | | | | | |
| **OFFENDER 07/01/94-06/30/95** | Male | 105 | | | |
| | Female | | | | |
| | Minority | 21 | | | |
| | School Drop-out | 68 | | | |
| | | | | | |

* Percent of total terminations entering unsubsidized employment

# JULY 1, 1993 THROUGH JUNE 30, 1994
# PARTICIPANT CHARACTERISTICS
# PERCENT OF TOTAL SERVED

**BASED ON TERMINATION DATA**
**SERVICE DELIVERY AREA PROGRAMS**

## CEP SDA

| Program | Characteristics | Total | Adult Welfare | Youth | *Percentage |
|---|---|---|---|---|---|
| **IIA ADULT & YOUTH** | Male | 41 | 11 | 29 | |
| | Female | 104 | 62 | 55 | |
| | School Drop-out | 13 | 7 | 10 | |
| | Minority | 12 | 7 | 9 | |
| Enrollments PY'93 Adult-118 Youth-86 | | | | | |
| Carry-In PY'92 Adult-128 Youth-38 | | | | | |
| Entered Unsubsidized Employment | | 95 | | | 66% |
| | | | 46 | | 63% |
| | | | | 49 | 63% |
| **EDWAA 50%** | Male | 98 | | | |
| | Female | 29 | | | |
| | Minority | 11 | | | |
| | Age 29 and Under | 25 | | | |
| Enrollments PY'93 108 | | | | | |
| Carry-In PY'92 168 | | | | | |
| Entered Unsubsidized Employment | | Total | 108 | | 95% |

## BOS SDA

| Program | Characteristics | Total | Adult Welfare | Youth | *Percentage |
|---|---|---|---|---|---|
| **IIA ADULT & YOUTH** | Male | 205 | 49 | 208 | |
| | Female | 439 | 195 | 239 | |
| | School Drop-out | 49 | 17 | 76 | |
| | Minority | 101 | 52 | 79 | |
| Enrollments PY'93 Adults-511 Youth-187 | | | | | |
| Carry-In PY'92 Adults-652 Youth-433 | | | | | |
| Entered Unsubsidized Employment | | 397 | | | 62% |
| | | | 146 | | 60% |
| | | | | 259 | 61% |
| **EDWAA 50%** | Male | 164 | | | |
| | Female | 82 | | | |
| | Minority | 10 | | | |
| | Age 29 and Under | 23 | | | |
| Enrollments PY'93 257 | | | | | |
| Carry-In PY'92 261 | | | | | |
| Entered Unsubsidized Employment | | Total | 209 | | 87% |

* Percent of total terminations entering unsubsidized employment
EDWAA Note: - EDWAA report has data for youth 29 and under
- There is no data for Adult Welfare

# JULY 1, 1993 THROUGH JUNE 30, 1994
# PARTICIPANT CHARACTERISTICS
# PERCENT OF TOTAL SERVED
BASED ON TERMINATION DATA
## DISLOCATED WORKER PROGRAMS
## DISCRETIONARY

| PROGRAM | CHARACTERISTICS | TOTALS | PERCENTAGE |
|---|---|---|---|
| **ASARCO 06/01/93-12/31/94** | Male | 78 | |
| | Female | 7 | |
| | Minority | 1 | |
| | Age 29 and Under | 10 | |
| Enrollments PY'93 140 | | | |
| Carry-In PY'92 53 | | | |
| **Entered Unsubsidized Employment** | | 80 | 95% |
| **HEALTH 06/15/93-12/31/94** | Male | 33 | |
| | Female | 62 | |
| | Minority | 8 | |
| | Age 29 and Under | 13 | |
| Enrollments PY'93 0 | | | |
| Carry-In PY'92 206 | | | |
| **Entered Unsubsidized Employment** | | 84 | 95% |
| **CHAMPION 01/01/94-08/31/95** | Male | 84 | |
| | Female | 7 | |
| | Minority | 1 | |
| | Age 29 and Under | 6 | |
| Enrollments PY'93 479 | | | |
| Carry-In PY'92 0 | | | |
| **Entered Unsubsidized Employment** | | 89 | 99% |
| **CROWN PACIFIC 05/01/94-11/30/95** | Male | 1 | |
| | Female | | |
| | Minority | | |
| | Age 29 and Under | | |
| Enrollments PY'93 103 | | | |
| Carry-In PY'92 0 | | | |
| **Entered Unsubsidized Employment** | | 1 | 100% |

| PROGRAM | CHARACTERISTICS | TOTALS | PERCENTAGE |
|---|---|---|---|
| **Dislocated Non-State Employees 04/22/93-06/30/95** | Male | 92 | |
| | Female | 9 | |
| | Minority | 5 | |
| | School Drop-out | 48 | |
| Enrollments PY'93 147 | | | |
| Carry-In PY'92 59 | | | |
| **Entered Unsubsidized Employment** | | 95 | 94% |
| **Dislocated State Legislative Employees 04/22/93-06/30/95** | Male | | |
| | Female | 12 | |
| | Minority | | |
| | School Drop-out | 4 | |
| Enrollments PY'93 11 | | | |
| Carry-In PY'92 4 | | | |
| **Entered Unsubsidized Employment** | | 12 | 100% |
| **Dislocated State Employees 04/22/93-06/30/95** | Male | 39 | |
| | Female | 67 | |
| | Minority | 2 | |
| | School Drop-out | 98 | |
| Enrollments PY'93 28 | | | |
| Carry-In PY'92 148 | | | |
| **Entered Unsubsidized Employment** | | 92 | 86% |

* Percent of total terminations entering unsubsidized employment
* NOTE: - There is no data for Adult Welfare as there is no Economically Disadvantaged requirement in EDWAA

## JOB TRAINING PARTNERSHIP ACT EMPLOYMENT SERVICES

JTPA Employment services are provided in offices across Montana in several communities.

The state Job Service serves as Montana's largest Job Training Partnership Act program operator with offices in 23 communities to serve unemployed individuals and supply employers with a source of well-trained, qualified workers.

Other providers of the Job Training Partnership Act employment services include Montana's Human Resource Development Centers, the Montana Department of Social and Rehabilitation Services, and the Montana AFL-CIO Project Challenge: Work Again program.

## DISPLACED HOMEMAKER PROGRAMS

The Displaced Homemaker programs are designed to help individuals in need who have provided unpaid household services to family members and are unemployed or under-employed. Because of specially designed programs that stress self image enhancement, career counseling, on-the-job training and job search assistance, displaced homemakers are able to find employment and achieve both independence and economic security.

To meet the needs of displaced homemakers, Montana coordinated the joint funding of a portion of Title IIA with the State funded Displaced Homemaker Program created by the State Legislature.

The statewide program is overseen by the Job Training Coordinating Council (JTCC) and administered by the State Job Training Bureau. In PY'93, participants enrolled and tracked under this program met eligibility requirements similar to Title IIA programs, except that participants need not be economically disadvantaged. Because of this difference, the program was able to help displaced homemakers before they had depleted their financial reserves.

There were ten State Displaced Homemakers Centers in PY'93. All of the State Displaced Homemaker centers also operate the Title IIA Displaced Homemaker Program.

## SERVICES TO THE DISABLED

Montana's Department of Social and Rehabilitation Services is the state's major JTPA service provider for disabled individuals.

Program operators stress in-depth assessment and careful selection of vocational goals for each participant. Long term classroom training is tailored, and referrals made, according to individual needs. Quality placements, combined with post-program followup, promote employment opportunities and independence for disabled individuals.

# YOUTH PROGRAMS

## TITLE IIC YOUTH SERVICES

A portion of Title II funds that pass directly to Montana's Service Delivery Areas (SDAs) must be used to serve eligible youths from 16 through 21 years of age. The portion of funds corresponds with the percentage of 16 to 21 year-olds in the SDA population. In addition to the activities available to Title IIC programs, Youth Competency programs are emphasized. These programs offer pre-employment work maturity, basic skills and job specific skills training for both in and out-of-school youth. Montana exceeds the youth employability enhancement performance standard, which encourages return to school and completion of a major level of education, among others.

Youth programs under this Title are delivered by a mix of statewide operators, including Job Service local offices and Human Resource Development Councils.

## TITLE IIB SUMMER YOUTH PROGRAM

The Title IIB Summer Youth Employment and Training Program (SYETP) introduces eligible youths as young as 14 years to the world of work. The program's goal is to keep youths in school, or encourage them to return to school, while providing them with work experience and academic enrichment activities to enhance understanding of the importance of education in the workplace.

Ten Human Resource Development Councils operated the Summer Youth Program across Montana during PY'93.

# EDWAA TITLE III DISLOCATED WORKER ASSISTANCE

The purpose of the Economic Dislocated Worker Adjustment Assistance Act (EDWAA) program is to help dislocated workers quickly re-enter the labor force. There are no income requirements for eligibility into the program. Dislocated Montana workers can be served by programs which provide skills evaluation, career counseling, job training and retraining. Relocation assistance and on-the-job training are also available along with layoff survival workshops, motivational training, supportive services, and financial counseling. This transitional assistance also attempts to move workers from declining industries into industries that are projected to have stable employment prospects. The Dislocated Worker Unit is contained within the Montana Department of Labor and Industry's State Job Training Bureau.

In Montana, 50% of EDWAA funds are distributed to the state's two SubState Areas (SSAs) based on formula, 10% to the SSAs based on need, and 40% is distributed at the Governor's discretion. Governor's Discretionary funds were allocated this program year for rapid response layoff assistance and readjustment and retraining services to dislocated workers.

Dislocated workers are those individuals who become unemployed because of technological change, reduction in work force, plant closure or permanent layoffs resulting from economic downturns or changing labor demands, or other changes in the local or national economy. Eligible individuals have limited opportunities for reemployment in their usual occupations in the same geographic areas and face an extended period of unemployment. Dislocated workers include individuals who:

- have been terminated or laid off from their jobs, and are unlikely to return to their previous jobs or industries;
- are long-term unemployed and have limited opportunities for becoming reemployed in the same or similar occupations which they are trained in;
- were self-employed (including farmers and ranchers) and are unemployed because of general economic conditions in their communities, or because of natural disasters.

The two dislocated worker program operators are the Montana State AFL-CIO and the Montana Job Service.

The Montana Job Service receives 40% of EDWAA formula funds and operates a rapid response delivery system designed to respond within 48 hours to substantial or significant layoffs and plant closing notifications. Job Service Rapid Response personnel travel to affected communities to plan and coordinate services to employers and dislocated workers.

Local Job Service offices around the state also offer basic readjustment and retraining services to eligible dislocated workers. A Rapid Response team responds to a plant closing or a substantial lay off, as needed. Some rapid response responsibilities include:

- establish onsite contact with employer and employee representatives to provide information and emergency assistance to a particular closure or layoff;
- provide technical advice as well as information on sources of assistance and liaison with other public and private services and programs; and

- assist employers and their workers to cope with the problems of a plant closure.

The Montana State AFL-CIO receives the 60% allocated to the SubState Areas (SSAs) and operates the Project Challenge: Work Again program. The program has a network of community site coordinators specializing in skills and literacy evaluation, career counseling and job-seeking skill building. The program also provides supportive services and retraining needed for reemployment.

## DISCRETIONARY EDWAA GRANTS

Four Economic Dislocated Worker Adjustment Assistance National Reserve Discretionary grants provided additional funding during this program year:

1) The **ASARCO Project** will operate through December 31, 1994. In response to the closure of the ASARCO mine in Troy, discretionary funds were awarded to serve ASARCO workers and other workers directly impacted by the closure.

2) The **Health Project** targets workers impacted by closures or downsizing within the health care industry. This Project will operate through December 31, 1993.

3) The **Champion Project** will serve dislocated Champion workers through August 31, 1995. Champion dislocations occurred as a result of the sale of the Champion properties in Bonner and Libby.

4) The **Crown Pacific Project** was funded to serve workers dislocated by the closure of the Crown Pacific Sawmill in Superior. The project will operate through November 30, 1995.

These Discretionary Projects provide basic readjustment services, retraining, and other EDWAA services to laid-off workers. The current administrative and program structure for formula-funded programs was utilized for these grants. The project is operated jointly by the Department of Labor and Industry's Job Service Division and the AFL-CIO Project Challenge: Work Again.

# GOVERNOR'S SET-ASIDE PROGRAMS

Title IIA Adult funds allocated to Montana are set-aside for special uses.

5% for older worker programs
5% for state administration
5% for incentives, technical assistance and capacity building
8% for coordination with education

## JOB TRAINING FOR OLDER WORKERS (5%)

Unemployed people age 55 or older often have difficulty finding employment and need updated skill training or retraining. Five percent of Title IIA funds is set-aside for programs designed to assist economically disadvantaged individuals in this age category. The Older Worker Program also coordinates with other employment programs.

Older Worker services were provided by nine program operators throughout the state which included seven Human Resource Development Councils, Butte's Career Futures, and the Great Falls Workplace. Services included employability assessment, vocational training or retraining, on-the-job training, work experience, personal development for the older individual and job search skills training.

## INCENTIVE GRANTS, TECHNICAL ASSISTANCE AND CAPACITY BUILDING (5%)

Five percent of Title IIA funds are used to reward exemplary performance and to provide technical assistance and capacity building for professional staff at the state and in the Service Delivery Areas. In Montana, the Job Training Coordinating Council and both Service Delivery Area Private Industry Councils establish incentive policies and administer the funds.

The Job Training Partnership Act requires that two-thirds of these set-aside funds be used for incentives based on program performance. The Title IIA program operators who meet and exceed performance standards use these incentive grants to serve additional Title IIA and IIC participants.

The remaining one-third of this set-aside is provided for technical assistance and capacity building. The goal of technical assistance (TA) is to assure that both federal and state performance standards are met, and that programs are operated in accordance with the goals set forth in the Governor's Plan. Capacity building activities update and improve the professional skills of JTPA staff at all levels of delivery.

- PY'93 - Department of Labor and Industry's Research and Analysis Bureau received funding for labor market data collection and research.

- PY'93 - remaining funds were used for the following: (1) general program operator meeting (2) a displaced homemaker inservice held in Great Falls and (3) a program operator technical assistance and fiscal workshop.

## STATE EDUCATION COORDINATION GRANTS (8%)

The Job Training Partnership Act provides that 8% of Title IIA and Title IIC funds be used to carry out coordinated statewide education for Title IIA and IIC JTPA participants. Of those available funds, 20% is used for program coordination and 80% is used to provide education to JTPA program participants. The state's Office of Public Instruction (OPI) receives and administers these funds according to proposals submitted by local task forces.

Through contracts with OPI, 8% Program operators provide literacy training, lifelong learning (occupational skills training) and school-to-work transition programs.

## ADMINISTRATION AND AUDITS (5%)

The remaining 5% of the funds is allocated for statewide use. At the discretion of the Job Training Coordinating Council, these funds are used for audits, administration and oversight of programs under JTCC jurisdiction.

# DESCRIPTION OF COORDINATION

The Council considers coordination and cooperation between agencies the key element in the successful delivery of job training services.

In PY'93, coordination and cooperation continued to be a priority goal for the Council.

Job Training Partnership Act programs are responding to the coordination initiatives of federal and state lawmakers in a variety of ways:

**The Job Opportunity and Basic Skills Program (JOBS) for welfare recipients**

Partners:
JTPA Local Program Offices
Department of Social and Rehabilitation Services
Department of Labor and Industry

**JTPA Dislocated Worker Unit for Statewide Rapid Response**

Partners:
State Job Training Bureau
Montana Job Training Partnership, Inc.
Montana State AFL-CIO
Job Service Division
Dislocated Worker Unit Task Force
Interagency Task Force in Each Location

**Cooperative Agreement for Education Coordination**

Partners:
State Job Training Bureau
Office of Public Instruction

In 1993 interagency coordination was achieved through the Job Training Coordinating Council's review and comment of the Job Opportunity Basic Skills (JOBS) Plan, the Wagner Peyser Plan, and the Carl Perkins Plan. In its approval of these Plans, the Council emphasized and encouraged coordinated delivery of service between these programs and employment and training related efforts.

In 1993 the Job Training Coordinating Council established a goal for job placement into new and expanding occupations. This goal coordinates and promotes state, local and private industry efforts by integrating training with existing and projected job openings.

Job Training Coordinating Council members joined Balance Of State and Concentrated Employment Program members at the 1993 Annual Planning Session.

In 1993 the Economic Dislocated Workers Assistance program operators met to discuss coordination issues in addition to state, local and regional cooperation.

# HIGHLIGHTS OF JOB TRAINING PARTNERSHIP ACT ACTIVITIES PY'93

## STATE AND FEDERAL LEGISLATION

The 1993 State Legislature authorized funds for specialized employment and training programs. These programs, supported by the Unemployment Insurance Administration Tax, brought services to Montana citizens who may not have been otherwise eligible for training in the federal system. The Legislature has funded these programs:

- Custodial Parent Program: Designed to augment successful Teen Parent programs already in place, the Job Training Coordinating Council funded three sites: Havre, Kalispell and Billings for services to young parents aged 16-25 with at least four barriers to employment. This extremely hard-to-serve group will return to school and obtain training in issues surrounding children and families, and will ultimately enter into work experience and other job-related training programs.

- Job Training for Offenders Program: Designed to provide computerized self-directed learning in basic education, job seeking skills, and life skills for offenders in the State prison system, in the pre-release centers, in probation/ parole status, and in community diversion programs. The program is designed to continue long after the State funding is exhausted.

- Dislocated Workers Programs: Designed to provide dislocated worker services to both State employees and other dislocated workers. The program provides Job Registry services to employees dislocated from the State of Montana to facilitate their early return to comparable full-time state employment. Employment activities for other dislocated workers focus on re-employment in a comparable full-time position, taking into consideration the participants' transferrable skills, abilities and interests that pay wages and benefits comparable to what the workers earned in their previous occupations of dislocation.

## ACHIEVEMENTS OF THE JOB TRAINING COORDINATING COUNCIL

- provided program management guidance;
- reviewed plans and programs of coordinating agencies that provide education, and employment and training services;
- assisted in developing, planning and oversight procedures; and
- recommended program performance standards.

## JOB TRAINING PARTNERSHIP ACT ALUMNI HONORED

The 4th national JTPA Alumni Month was celebrated during the month of August 1993. Recognition was given to Montana's Job Training Partnership Act alumni. Alumni ceremonies included:

- A special Alumni Event was held on August 11 in the Montana Capitol Rotunda. Governor Marc Racicot gave special recognition to Job Training program staff and volunteers from around the state. He presented awards to the Job Training program operators and participants.

- On the evening of August 11, an awards banquet was held for Summer Youth at Carroll College. Lt Governor Dennis Rehburg presented certificates of completion to 40 summer youth participants from across Montana. Senator Conrad Burns was also present to congratulate the participants.

**JOB TRAINING PARTNERSHIP ACT IS WORKING FOR MONTANA**

**GOOD NEWS: PARTICIPANTS GAIN SELF-CONFIDENCE AND ATTAIN EMPLOYMENT THROUGH PROGRAM**

**********

Robert Day was enrolled in the Helena Job Service Economic Dislocation & Worker Adjustment Assistance program in October of 1989. He had been laid off after thirteen years employment due to closure of a local grocery store. When Robert enrolled in the program he was working part-time. The job service contracted with Insty Prints of Helena to start Robert in "On-The Job Training" as a Assistant Manger. After working at Insty Prints four years, he is now the manager. Robert said everything about his new job is better than his previous employment.

**********

The Helena Job Service enrolled Darrel Stordahl in the Economic Dislocation and Worker Adjustment Assistance program in July of 1991. He had been unemployed for several months due to a lay off and shut down at Basin Creek Mining. Darrel returned to school to get a Master's Degree in Environmental Engineering. After graduation, Darrel was hired as a Environmental Engineer by CDM Programs Corporation.

**********

JOB TRAINING PARTNERSHIP ACT works in Montana to provide:

trained skilled workers;

qualified job applicants;

retrained dislocated workers;

services to youth; and

set-aside programs for older workers.

# STATEWIDE PROGRAM OPERATOR LISTS

**State Funded Displaced Homemaker Centers**

The Women's Center YWCA
909 Wyoming Avenue
Billings, MT 59101
(406) 245-6879

Career Transitions
321 East Main Street
Suite 215
Bozeman, MT 59715
(406) 587-1721

Career Futures
44 East Park Plaza
Butte, MT 59701
(406) 723-9101

Action for Eastern Montana
111 West Bell
Glendive, MT 59330
(406) 365-3364

District IV HRDC
P.O. Box 1509
Havre, MT 59501
(406) 265-6743

Career Training Institute
32 South Ewing
Helena, MT 59601
(406) 443-0800

Women in Transition
NW Montana Human Resources
P.O. Box 1058
Kalispell, MT 59901
(406) 752-6565

District VI HRDC
Suite 203, Centennial Plaza
300 First Avenue North
Lewistown, MT 59457
(406) 538-7488

Miles Community College
2715 Dickinson
Miles City, MT 59301
(406) 232-3031

Great Falls Job Service
1018 Seventh St. South
Great Falls, MT 59405
(406) 761-1730

New Horizons YWCA
1130 West Broadway
Missoula, MT 59802
(406) 543-6768

**Older Worker Programs**

District VII HRDC
17 North 31st Street
Billings, MT 59103
(406) 248 1477

Career Futures
44 East Park Plaza
Butte, MT 59701
(406) 723-9101

District IV HRDC
P.O. Box 1509
Suite 109, College Park Plaza
Havre, MT 59501
(406) 265-6743

District VI HRDC
Suite 203, Centennial Plaza
300 First Avenue North
Lewistown, MT 59457
(406) 538-7488

Rocky Mountain Development Council
P.O. Box 1717
118 Placer
Helena, MT 59624
(406) 442-1552

District IX HRDC
321 East Main Street, Suite 300
Bozeman, MT 59715
(406) 587-4486

**Older Worker Programs (cont)**

Workplace
104 2nd Street South, Suite 200
Great Falls, MT 59405
(406) 727-0966

NW Montana Human Resources
P.O. Box 8300
Kalispell, MT 59904-8300
(406) 752-6565

District XI HRDC
617 South Higgins
Missoula, MT 59802
(406) 728-3710

**Dislocated Workers (EDWAA) 40%**

Job Service Division
Montana Department of Labor and Industry
P.O. Box 1728
Helena, MT 59624
(406) 444-4100

**IVC Veterans**

Job Service Division
Montana Department of Labor and Industry
P.O. Box 1728
Helena, MT 59624
(406) 444-4100

Action For Eastern Montana
111 West Bell
Glendive, MT 59330
(406) 365-3364

**8% Education**

Office of Public Instruction
State Capitol
Helena, MT 59620
(406) 444-2413

Butte High School District #1
1050 South Montana
Butte, MT 59701
(406) 496-2150

Adult & Continuing Education
P.O. Box 2428
915 First Avenue South
Great Falls, MT 59405
(406) 791-2104

NW Montana Human Resources
P.O. Box 8300
Kalispell, MT 59904-8300
(406) 725-6565

Billings School District
415 N. 30th
Billings, MT 59103
(406) 255-3590

Dawson Community College
P.O. Box 421
Glendive, MT 59330
(406) 365-3364

Adult Learning Center
815 Front Street
Helena, MT 59601
(406) 442-2571

Miles Community College
2715 Dickenson
Miles City, MT 59301
(406) 232-3031

Adult & Continuing Education
915 South Avenue West
Missoula, MT 59801
(406) 549-8765

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STATE JOB & TRAINING BUREAU
STAFF TO THE COUNCIL
PROGRAM YEAR 1993

| | |
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This Annual Report is prepared in accordance with Public Law 97-300 (JTPA) by the staff of the Montana State Job Training Coordinating Council and produced within the Montana Department of Labor & Industry.

Copies are available from:
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All programs in the State of Montana provide equal opportunity employment.

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